

**CIRCUIT COURT FOR BALTIMORE CITY
DIVISION FOR JUVENILE CAUSES**

ADR COORDINATOR

The Circuit Court for Baltimore City, Division for Juvenile Causes is seeking a professional Alternative Dispute Resolution (ADR) Coordinator to provide mediation services for participants in Children in Need of Assistance (CINA), Termination of Parental Rights (TPR) and Delinquency cases.

Essential Functions: The ADR Coordinator monitors, evaluates and implements improvements to the ADR program. Monitoring is done as to performance, efficiency and compliance to relevant court policies and procedures, applicable laws, ADR standard operating procedures and to improve the overall effectiveness of the program. This person supervises and coordinates various operational areas and support for ADR services, including training, forms design, development and dissemination of information and training publications. This position assigns, reviews and evaluates the work of ADR service providers. The ADR Coordinator may also be required to mediate cases when necessary. Develops and promotes new education programs, including orientation programs and written materials for the ADR service providers, members of the judiciary and the public. The ADR Coordinator has complete responsibility for preparing and maintaining all fiscal and statistical records relating to the ADR program and generating related reports and analysis.

Work is performed with considerable independence, under the general supervision of the Associate Administrator for the Circuit Court Juvenile Division.

Education and Experience: Certificates of completion of a 40 hour Basic Mediation Course and a 20 hour Child Access Mediation Course. Bachelor's Degree is preferred. Minimum of four years experience as a mediator or facilitator providing ADR services in a child welfare environment, as well as experience in coordinating an ADR program that includes working with mediator service providers. Member of Maryland Program for Mediator Excellence preferred.

Skills/Abilities: Excellent organizational, communication, and interpersonal skills. Ability to develop rapport quickly and easily; ability to demonstrate flexibility/adaptability; ability to prioritize and manage multiple assignments; ability to understand and carry out complex instructions; and ability to accurately prepare and summarize a variety of records, reports and documents. Ability to interact with all levels of management and the public. Knowledge of ADR modalities and how they can be used in the court context. Experience with standard office equipment. Ability to use word processing and spreadsheet application software. Ability to perform all of the essential functions of this position.

Compensation: This is a City of Baltimore, Full Time Position with benefits. Funding is currently provided through an annual grant from the Administrative Office of the Courts. The current annual salary is \$44,414.

To Apply: Please submit a resume and cover letter by 4:30 PM on March 18, 2015 to:

A. Dale Hendrick, Associate Administrator – Juvenile Division
Circuit Court for Baltimore City
Baltimore City Juvenile Justice Center
300 N. Gay Street – Suite A3401
Baltimore, Maryland 21202

AN EQUAL OPPORTUNITY EMPLOYER